

Minutes of the West Dundee  
Police and Fire Commission meeting held  
Thursday, August 19, 2010

Meeting Called to order at 7:00 p.m.

1. Roll call.

Present; Fred Kleeburg, Jeff Mack

Absent; Jeff Golden

Also present, WDFD Chief Buhrmann and RDFPD Chief Rick Thomas

2. Approval of Minutes

The minutes of the two previous meetings held February 11 and February 23, 2010 were read for approval. Jeff Mack moved to approve the minutes as presented, Fred Kleeburg seconded. Motion passed.

3. Bills. The following invoices were submitted for payment approval-

A. Four invoices from COPS Testing Services

1. #101777 for \$275.00 for 100 application packets.

2. #101788 for \$137.50 for 50 application packets.

3. #101806 for \$275.00 for 100 application packets.

4. #101810 for \$5,912.00 for orientation, physical and written examination of 84 applicants.

B. Two invoices from The Blue Line

1. #7525, dated 9/30/08 for \$496.00

2. #15234, dated 3/22/10 for \$496.00

Jeff Mack moved to approve payment of all invoices submitted, Fred Kleeburg seconded.

Motion passed.

4. New Business.

A. WDFPC/ RDFPD joint eligibility exam.

Discussion focused on the next WDFD eligibility exam and the potential for conducting a joint entry level test with RDFPD. WDFD eligibility list expires on 12/19/10. RDFPD list has already expired. Fred Kleeburg had already contacted IPFCA attorney John Broiher inquiring into any statutory conflicts that might affect the ability to do this. Per Mr. Broiher, there are already many municipalities and districts doing this in an effort to save money in these challenging economic times. While both organizations can agree to share certain aspects of the process, such as utilization of CPAT for the physical portion, sharing expense of the third party administration of the written exam and coordination/sharing of the oral interview process, it is important to maintain individual scoring of the oral interview and posting of preliminary and final eligibility lists. The WDFPC and the RD Board of Trustees would participate together in the oral interview, using the same questions and scoring methods, but the respective scores of each organization would be kept separate. Separate lists will be maintained, and administered as they are under otherwise normal circumstances. It is understood that the two organizations hold the same minimum requirements for participation in the exam process. To that end, Fred

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Kleeburg will supply Chief Buhrmann with a copy of the Fact Sheet used by WDFPC, as well as sample oral interview questions and other pertinent historical information on the last exam

process with the intent of sharing such information with Chief Thomas as the liaison to the Board of Trustees for RDFPD to confirm joint minimum requirements.

Discussion followed regarding the formatting of a “streamlined preliminary application” which would be a one or two page document used to establish identity and eligibility. The goal here is to minimize the amount of paperwork the board is required to maintain and archive on each candidate even when the candidate no-shows or drops out of the process. Candidates would fill out these forms and return them in lieu of the previously used packets. All other aspects of the application process remain, such as advertising timelines and availability of application. At the mandatory orientation, each candidate would receive a full application packet. These packet contents would be similar to the previously used packets purchased through COPS Testing Service. Only the applicants that qualify for oral interview status would be required to return the completed packets at the time of the oral interview. The examination process would continue in compliance with WDFPC rules and regulations from that point forward.

Fred Kleeburg will contact COPS Testing Services to verify Chief Buhrmann’s access to pre-examination test content. This is not intended to allow Chief Buhrmann access to test results or other information otherwise restricted to commission access, but to forward this preliminary information to Chief Thomas and ultimately the RD Board of Trustees for approval of the written exam content.

The target date for this examination process is January, 2011.

B. Fire Department promotional exam process.

Work continues on amending this process to conform to the Fire Department Promotional Act. It was decided to establish a minimum written passing score of 75% for this process.

#### 5. Old Business

Police entry exam-

September 15, 20, 27, 30 are preliminarily targeted for administration of the oral interviews. October 6 is targeted for make-ups. Check with Jeff Golden for his availability. Also, Fred Kleeburg will prepare a “candidate’s copy” of the oral interview questions for candidate reference during the oral interview, with scoring parameters and goals deleted.

#### 6. Adjournment.

Jeff Mack moved to adjourn at 8:50 p.m., Fred Kleeburg seconded. Motion passed.

Submitted,

Approved,

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Frederick V. Kleeburg  
Secretary

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Jeffrey J. Mack  
Chairman